

# **I F YOU ARE I NJURED ON THE JOB:**

- 1. Report injury to your supervisor ASAP.**
- 2. Initiate First Aid.**
- 3. For injuries occurring Monday- Friday, 8- 4:30 go to:**

**UNC EMPLOYEES'**

**OCCUPATI ONAL HEALTH CLI NI C**

**2nd Floor Health Affairs Bookstore**

**145 Medical Drive**

**Phone # 6- 9119**

**Obtain WC Authorization form/ Physician's Report before reporting to Employee's Health. Return the signed form to the OCM E Administrator following treatment.**

- 4. For severe injuries or injuries that occur after hours & on weekends go to:**

**EM ERGENCY ROOM**

**Ground Floor**

**UNC Neuropsychiatric Hospital**

**Phone # 6- 7890 (Health Link triage)**

**Obtain WC Authorization form/ Physician's Report before reporting to Emergency Room. Return the signed form to the OCM E Administrator following treatment.**

Upon return from medical treatment, complete the following forms. Forms are available at <http://publichealth.nc.gov/employees/hr/safetyhealth.htm>, from OCME administrator, in the Autopsy Office or in the Toxicology Office.

- Employee Report of Accident/ Injury (DHHS S&B Form 3010E)
- Supervisor's Investigation of Employee Accident/ Injury (DHHS S&B Form 3010S)
- Witness Statement Form

Return forms to OCME Administrator within 24 hours of notification of the accident/ injury.

\*\*\*\*\* Medical care obtained without permission may be at your own expense.

\*\*\*\*\* Contact your supervisor after treatment to discuss documentation and return to work issues.